The Access Training Database1 will be used to create this Form.

A List Box is almost identical to the Combo Box except that the List Box can show multiple columns even when the focus is not in the control. The other difference is that typing in a list box works differently than in a Combo Box. A List Box is created in the same way as a Combo Box, except the List Box tool in the Controls Group is used.

† Click the Create Tab.
† In the Forms Group, click the Form Design button.

† Click the Form Layout Tools: Design Tab.
† Click the Property Sheet button in the Tools Group.
† In the Property Sheet, make sure Form is selected.
† Click the Data tab and then choose Invoices from the Record Source list.

† Click the Add Existing Field button in the Tools Group.
† In the Field List box:
  ➫ Select the ID Invoice field.
  ➫ Hold down the Shift key and then select the Terms code field.
† Click and drag these fields to the Form grid.
† Move to about the one-inch (1) horizontal mark on the grid and then release the mouse button.
† Close the Field List.
† Click the List Box Control button on the Toolbox (see illustration below).

† Drag this Control over to the Detail section of the Form.
† Release the mouse button.
The **List Box Wizard** will display (see illustration below).

Click the option button for; *I will type the values that I want.*

Click **Next** to move to the second step in the wizard.

In the **Number of Columns** box, input the number **2**.

Input the following information:

☆ **Col 1 = 1, 2, 3**
Col 2 = Client Only, Agent Only, Both

→ Click **Next** to move to the third step in the wizard.

In this box, read the information at the top of the box and then make sure that **Col1** is selected.

→ Click **Next** to move to the **fourth** step in the wizard.

In this box, select the option to **Remember the value for later use**.
Click **Next** to move to the last step in the wizard.

In the **Name** box, input **Client ID**.

Click the **Finish** button.

Open the **Property Sheet**, if necessary.

Click the **Data** tab on the **Property Sheet**.

Click the **Control Source** box and then select **Client ID** from the list.

Change the **Height** of the field box to approximately 1-inch by moving the mouse pointer to the bottom of the text box and then dragging the box up when the mouse pointer turns to a double-black arrow.

**Save** the form as **Invoices**.